

**STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL SERVICES**

DUTY STATEMENT

EMPLOYEE NAME: Vacant

CLASSIFICATION: Associate Governmental Program Analyst

POSITION NUMBER: 800-665-5393-XXX

DIVISION/BRANCH/REGION: ADMINISTRATION DIVISION
FINANCIAL MANAGEMENT AND CONTRACTS BRANCH

BUREAU/SECTION/UNIT: CONTRACTS BUREAU

SUPERVISOR'S NAME: Shelley Galvin

SUPERVISOR'S CLASS: SSM I

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SPECIAL REQUIREMENTS OF POSITION (CHECK ANY THAT APPLY):

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ None
- ☐ Other (Explain below)

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I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

Supervisor's Signature

Date

Employee's Signature

Date

.....
SUPERVISION EXERCISED (check one):

- | | |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> None | <input type="checkbox"/> Lead Person |
| <input type="checkbox"/> Supervisor | <input type="checkbox"/> Team Leader |

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

None

Total number of positions Branch/Bureau/Unit/Section (circle one) for which this position is responsible.

None

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS:

None

MISSION OF ORGANIZATIONAL UNIT:

The Contracts Bureau is dedicated to providing procurement and contract services to departmental organizations including, but not limited to, the California Health and Human Services Agency and coordinates the review and approval process with control agencies.

CONCEPT OF POSITION:

Under the general supervision of the Staff Services Manager I, the Contracts Analyst (AGPA) is responsible for negotiating, writing, and executing contracts and other agreements. Contracts and agreements are with public agencies, the Regents of the University of California, the Trustees of the California State University, counties, private individuals and businesses. Represents the California Department of Social Services (CDSS) with both State and Federal control agencies.

A. Specific Job Assignments:

- 70% Performs all activities involved with the development and execution of departmental contracts and agreements including, but not limited to, Inter-agency Agreements and Memorandums of Understanding. Develops Requests for Proposals (RFP), Requests for Offers, and Invitations for Bids (IFB), and administers the bid and contract award process. Receives and analyzes Requests for Contract Services (GEN 704); negotiates and establishes contract priorities with departmental programs and control agencies for

review and approval. Ensures all contracts and agreements conform to State contracting regulations, policies, and procedures.

20% Meets and consults with Departmental managers and staff, California Department of General Services, Office of Legal Services and Procurement Division regarding contract development, issue resolution, statutes, regulations, and policies and procedures. Provides customer service support to CDSS Programs and outside contractors on contract related matters.

5% Assists with training of new contracts analysts. May serve as lead analyst and in an acting capacity during absence of the SSM I.

5% Other duties as required.

B. Supervision Received:

The Contracts Analyst works independently and receives general supervision and direction from the SSM I.

C. Administrative Responsibilities:

None

D. Personal Contacts:

The Contracts Analyst has daily contact with managers and staff throughout the Department, and other state agencies and institutions, counties, and private contracting entities in relation to contract development, status, and execution.

E. Actions and Consequences:

The Contracts Analyst makes judgments concerning the suitability of bidding and contract negotiations; is responsible for including all appropriate and required terms and conditions in contracts executed by the Department. If a contract is found to be out of compliance with the required terms, conditions, laws, regulations, and policies the Department could be exposed to audit exceptions, lawsuits, loss of funds, and an increase in control agency oversight. If a contract is not executed accurately and/or on a timely basis, departmental programs may be faced with the inability to provide or secure contractual services required to meet federal or state mandates, and/or the delivery of services to counties and citizens of California.

F. Other Information:

The Contracts Analyst is expected to be able to handle multiple tasks and priority assignments.